

JAN 1977

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and
Technology
Secretary, Senior Executive Career
Service Board

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Monitoring Agency Employees Detailed
to Other Government Agencies

REFERENCES : (a) Multiple Adse memo fr D/Pers dtd
23 Jan 75, same subject
(b) Memo to D/Pers fr EO-DD/A dtd
22 Oct 74, subj: Quarterly
Report on Detailed Personnel

1. To ensure that this office continues to properly monitor the detail of CIA employees to other Government agencies, I ask that your administrative and/or support officers once again review referent memoranda concerning this subject. Especially important is paragraph 3 of reference (a), which provides for a current security, medical and personnel record check. Occasionally, we find, after the fact, that a detail has already been discussed with the individual and that tentative arrangements have been made with another agency. Obviously, this may prove to be embarrassing if information is discovered during the security/medical/personnel checks which makes it inadvisable to detail a particular individual to an assignment outside of the Agency.

2. I appreciate your past cooperation in the above matter and in ensuring that we continue to meet the requirement of E.O. 11905 concerning the assignment of personnel. As you know, this Executive Order requires that

an employee of a foreign intelligence agency who is detailed within the Federal Government should not report back to his parent agency on the affairs of the host agency, except as may be directed by the latter; and that the head of the host agency be informed of the detailee's association with the parent agency.


F. W. M. Janney

STATINTL

Atts

cc: Director of Security
Director of Medical Services
C/Special Activities Staff/OP

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Policy File
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23 JAN 1975 *DDA 75-0351*

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and
Technology
Chairman, Senior Executive Career
Service Panel

SUBJECT : Monitoring Agency Employees Detailed
to Other Government Agencies

1. On 19 October 1974 the Director asked the Deputy Director for Administration to assume responsibility for monitoring the details of Agency employees to other Government agencies.

2. In implementing this responsibility, the Office of Personnel acts as the DD/A's agent in preparing a monthly report, conducting liaison, and otherwise assists Agency offices in detailing our employees, when approved, to other Federal agencies. These arrangements have been handled somewhat informally in the past but fortunately with few problems. I believe it appropriate at this time to ensure that we tighten somewhat the arrangements to preclude the possibility of any flaps.

3. In all cases handled by the Office of Personnel we have found it advisable to make a current security, medical and personnel record check before assigning an individual to another Government organization. The reasons are obvious, and I ask your cooperation in letting us know the name of the person and the Government agency to which the person is being considered for detail in sufficient time to make the necessary record checks. The checks are usually accomplished in about 24 to 48 hours. We suggest that details not be

firmed up either with another agency or with a particular individual until we report back to you that there is no impediment to the detail. We believe that this will help to prevent possible embarrassment to the Agency as well as to the employees concerned.

STATINTL

4. Please clear your nominees with [REDACTED] of my staff, who can be reached on extension [REDACTED]. He will also be glad to provide any general guidance or assistance in getting those officers in your directorate who handle these matters in contact with any of our OP components that may be involved in transfers in and out of the Agency.

STATINTL

(S) F. W. M. Janney

F. W. M. Janney
Director of Personnel

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OD/Pers [REDACTED] jmm (22 Jan 75)

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DD/A 74-4165

SECRET


MEMORANDUM FOR: Director of Personnel

SUBJECT : Quarterly Report on Detailed Personnel

1. Reference is made to your most recent Report on the Status of Detailed Personnel dated 10 October 1974. You will note that the DCI has now delegated to the Deputy Director for Administration the responsibility for monitoring this program, and otherwise alerting the DCI if the situation gets out of control.

2. This is to confirm that the quarterly reports should now be addressed to the DD/A, and we would very much appreciate it if you would focus on any unusual pattern or trend which might require management's attention. Please continue to provide one copy of the report to the Inspector General on a monthly basis.

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Executive Officer to the
Deputy Director for Administration

Att

cc: AC-DD/A

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